



STELLA MARY'S COLLEGE OF ENGINEERING

Aruthenganvilai, kallukatti Junction, Azhikal Post, Kanyakumari District - 629202

NAAC WORK COMPLETION - AUDIT REPORT

Criteria Name: C2- Teaching Learning & Evaluation

Staff-In-Charge: Mrs. A. Darcy Gnana Jegha ✓

Department: EEE ✓

Date/Time: 06-03-19/1.15 Pm to 3.00Pm

Sl. No	File No & Name	File completion status	Reason for incomplete file	Deadline for completion	Remarks
1.	C.2.1 - Subject Allocation(Semester wise) with Work load ✓	Completed ✓			Pending the staff Signature
2.	C.2.2.1 - Master Time Table ✓	Completed ✓			
3.	C.2.2.2 - Class wise Time Table	Completed			
4.	C.2.2.3 - Faculty wise Time Table	Completed except 2018 -19 Even		15-03-19	Not Yet updated the academic year (2018 - 19 [Even])
5.	C.2.2.4 - Laboratory wise Time Table	Completed except 2018 -19 Even		15-03-19	Not Yet updated the academic year (2018 - 19 [Even])

6.	C.2.3 - Guest lectures / Expert lectures delivered by faculties	Completed ✓		
7.	C.2.3.1 - Guest lecturers / Expert lectures for student	Completed ✓		
8.	C.2.4 - Departmental Notices / Circulars	Completed ✓		
9.	C.2.5 - Office, head office, DTE, SPPU, AICTE Notices / Circulars	Completed ✓		
10.	C.2.6.1 - List of Eminent Speakers/Persons visited in the department			
11.	C.2.7 - B.E. Batch Photographs			
12.	C.2.8 - Oral / Practical / TW examination record	Completed ✓	15-03-19	Not yet arranged their project viva CD
13.	C.2.9 - University results (Result analysis with list of toppers)	Pending	15-03-19	Results are analyzed but the toppers lists to be updated
14.	C.2.10.1 - Internal Test Results Analysis	Completed		

15.	C.2.10.2 - Internal Test Attendance	Not yet completed		15-03-19	2018 - 19 Odd & Even Completed but remaining not yet completed
16.	C.2.10.3 - Internal Test Question papers	Not yet completed		15-03-19	Some of the questions to be added
17.	C.2.11 - Remedial Classes Record With Time Table	Completed			
18.	C.2.12 - Term Work Assessment / Continuous Assessment)	Completed			
19.	C.2.13 - Faculty personal files at department (Faculty list and updated resume)	Not yet Completed		15-03-19	4 staff members didn't submit their updated resumes
20.	C.2.14 - Faculty and Staff Portfolios	Not yet Completed		15-03-19	3 staff members didn't update their details

21.	C.2.15 - Students Feedback				
22.	C.2.16 - Special Achievements / awards of the staff				
23.	C.2.17 - Student Roll Call List:	Completed			
24.	C.2.18 - Diversity of Students				
25.	C.2.19 - Projects Under Taken for UG&PG	Not yet Completed		15-03-19	
26.	C.2.20 - Choice of Opting Electives Procedure and Document	Completed			
27.	C.2.21 - Students Grievance Redressal	Completed			
28.	C.2.22 - Visiting faculty Details				
29.	C.2.23 - Faculty information / charge handover taken over details / left out staff	Not yet Completed		15-03-19	Didn't update the left out staff charge handover details

30.	C.2.24 - Memo & Explanation				
31.	C.2.25 - Department Communication	Completed			
32.	C.2.26 - Course file				
33.	C.2.27 - Students Arrear Details	Completed			
34.	C.2.28 - Course Committee	Completed			
35.	C.2.29 - Details of Faculty sent to FDP	Completed			
36.	C.2.30 - Service Register / Staff Experience				
37.	C.2.31 - Permission Note	Completed			
38.	C.2.32 - Leave Note	Completed			
39.	C.2.33 - Attendance Circulars	Completed			
40.	C.2.34.1 - University Exam Result Analysis Before Revaluation	Not yet Completed		15-03-19	Semester wise didn't segregate their result analysis
41.	C.2.34.2 - University Exam Result Analysis After Revaluation	Not yet Completed		15-03-19	Semester wise didn't segregate their result analysis

Verified By  3/19

Coordinator


HOD


Principal